

VIDC
Field Offices' Guide to the Administrative Office

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General Areas of Department/Division Responsibility

1. Budget and Finance

The Budget and Finance Department is responsible for assisting the Commission with the development of a budget plan for the agency, purchasing the goods and services for the agency, and for paying all vendors, employees, etc. to which state payments or reimbursements are legitimately owed. These duties are covered in the 7 areas listed below.

- a. Accounts Payable
- b. Accounts Receivable
- c. Budget Development/Analysis
- d. Financial Reporting
- e. Grant Administration
- f. Lease Administration
- g. Procurement

There are 7 staff members employed in this Department:

- Janice Johnson, Director
- Lena Francisco, Accountant
- James Fitchett, Budget Analyst
- Heather Payne, Procurement Supervisor
- Cathy Jones, Fiscal Technician
- Cathy Wilson, Fiscal Technician
- Rebecca Norris, Lease Coordinator

For assistance with specific items handled by this department, please refer to the Task Index contained at the back of this document.

2. General

This section includes the senior management and staff and the Appellate division. The duties of this section are listed in the areas below.

- a. Appellate Services
- b. Bar Complaints/Habeas Cases
- c. Commission meeting notices/agenda/minutes
- d. FOIA
- e. Front Desk Coverage/Reception
- f. Grievance Determinations
- g. Legislative Process/Information
- h. Operational Management of the Agency
- i. Policy Interpretation (contact HR first)
- j. Requests for extraordinary expenses

- k. Requests that cannot be resolved by Departments/Divisions
- l. Cyber Security Requirements
- m. State cars
- n. UPS

There are 6 staff members employed in this Department:

- Dave Johnson, Executive Director
- DJ Geiger, Deputy Executive Director
- Joseph Sadighian, Senior Appellate Coordinator
- Vacant, Appellate Coordinator
- Diane Pearson, Administrative Assistant
- Wanda Brown, Receptionist

For assistance with specific items handled by this department, please refer to the Task Index contained at the back of this document.

3. Human Resource

The Human Resource Department is responsible for developing and implementing all aspects of the VIDC's Human Resource program from recruitment to termination. The specific areas of responsibility management by this department include:

- a. Policy Development/Interpretation and Guidance
- b. Recruitment and Selection
- c. Compensation and Classification
- d. Employee Relations and Grievances
- e. Benefits Administration
- f. Human Resource Training
- g. Timekeeping and Leave Accounting and Administration
- h. Performance Management and Evaluations
- i. Official Personnel File Maintenance
- j. Wellness Programs
- k. Workers Compensation
- l. Virginia Sickness and Disability

There are 4 staff members employed in this Department:

- Amy Williams, Director
- Danita Darnell, Human Resource Generalist
- Krystal Walker, Human Resource Generalist
- Shannon Holmes, Human Resource Assistant

For assistance with specific items handled by this department, please refer to the Task Index contained at the back of this document.

4. **Information Technology**

This department is responsible for the Information Systems management of the agency, including compliance with the state Information Security Standard, and also oversees records management for the agency. Specific areas of responsibility for this department include:

- a. Case Management System (PDCIS) development/maintenance/etc.
- b. Email administration (Google)
- c. Fax/Data Line Support
- d. IT/Computer Access and Support
- e. Records Management
- f. Telephone/Voice Mail System Support

There are 4 staff members employed in this Department:

- Ed Ernouf, Director
- Charles Payne, Senior Systems Engineer
- Regis Fern, Computer Support Specialist
- Harvey Johnson, Computer Support Specialist

For assistance with specific items handled by this department, please refer to the Index contained at the back of this document.

5. **Training**

This department is responsible for assessing the training needs of the agency in the areas of criminal defense representation, management, and the soft skills, and to develop the training programs necessary to meet the identified needs and improve performance. Specific areas of responsibility of this Department include:

- a. Administrative Office Training Programs
- b. Certification Training Programs/Materials
- c. Knowledge Center Administration
- d. Management Training Programs
- e. Training DVDs
- f. Training Needs Assessment
- g. Training Room Management
- h. VIDC Sponsored Training Programs/Conferences

There are 2 staff members employed in this Department:

- Vacant, Training Manager
- Lori Hoover, Training Administrator

For assistance with specific items handled by this department, please refer to the Index contained at the back of this document.

6. **Standards of Practice**

This division fulfils the statutory requirement of the VIDC to implement and enforce the Standards of Practice for Indigent Defense Counsel (SOP). Specific areas of responsibility of this Department include:

- a. Capital Certification
- b. Certification of Attorneys
- c. Development and maintenance of the SOP
- d. Enforcement of Standards of Practice
- e. Investigation of SOP complaints
- f. Maintenance of Court Appointed list (ACeS)
- g. Recertification of Attorneys

There are 2 staff members employed in this Department:

- Vacant, Standards of Practice Enforcement Attorney (SOPEA)
- Alicia Malone, Administrative Assistant (SOPEA)

For assistance with specific items handled by this department, please refer to the Index contained at the back of this document.

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* - Requests should be made by Chief Public or Capital Defenders

^ - Contact department for list of office assignments for staff listed

A

Accounting questions (General)	Lena Francisco, ext. 112
Accounting questions (Lena's absence)	Janice Johnson, ext. 115
Accounts payable questions	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
Accurint	Alicia Malone, ext. 139
Appellate defaults	Dave Johnson, ext. 118
Attorney certification	Joe Sadighian, ext. 136

B

Bank of America Cards - issuance	Heather Payne, ext. 113
Bank of America Cards – purchases	Heather Payne, ext. 113
Bank of America Cards – reconciliation	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
Bar complaints/habeas*	Dave Johnson, ext. 118
Benefits	Danita Darnell, ext. 111, Krystal Walker, ext. 116^
Budget*	James Fitchett, ext. 114

C

Capital certification list	Joe Sadighian, ext. 136
Cars (state)	Diane Pearson, ext. 125
Cars (rental)	Heather Payne, ext. 113
Case related expenses	Lena Francisco, ext. 112
Cellular phones	Heather Payne, ext. 113
Certification application (admin)	Alicia Malone, ext. 139
Certification eligibility	Joe Sadighian, ext. 136
Certification list (ACeS)	Alicia Malone, ext. 139
Certification training programs	Lori Hoover, ext. 110
Commission meeting information	Diane Pearson, ext. 125
Commonhealth	Danita Darnell, ext. 111, Krystal Walker, ext. 116^
Computer questions	IT Help Desk, ext. 135
Continuity of Operations Plan (COOP)	Rebecca Norris, ext. 134
Contracts (state/mandatory)	Heather Payne, ext. 113
Court reimbursement process	Lena Francisco, ext. 112
Copier maintenance	Heather Payne, ext. 113
Copiers (contract specs)	Heather Payne, ext. 113

D

Data lines/fax lines IT Help Desk, ext. 135

E

Enterprise rental cars Heather Payne, ext. 113
Expenditure statements* James Fitchett, ext. 114
Expenses (extraordinary)* Dave Johnson, ext. 118
eVA procurement & questions Heather Payne, ext. 113

F

Faxed communications (receipt) Wanda Brown, ext. 121
Fiscal policies and procedures Janice Johnson, ext. 115
Fixed assets (initial acquisition) Heather Payne, ext. 113
Fixed assets (accounting) Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
FOIA requests/questions DJ Geiger, ext. 144

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Grants Rebecca Norris, ext. 134
Grievances Amy Williams, ext. 148

H

Human resource training Amy Williams, ext. 148

I

Internship program Amy Williams, ext. 148
IT support IT Help Desk, ext. 135

J

Janitorial services (in Lease) Rebecca Norris, ext. 134
Janitorial services (not in Lease) Heather Payne, ext. 113
Job descriptions Amy Williams, ext. 148
Job fairs Dave Johnson, ext. 118, Amy Williams, ext. 148

L

Leases	Rebecca Norris, ext. 134
Leave reporting and admin	Danita Darnell, ext. 111, Krystal Walker, ext. 116^
Legislation/General Assembly	DJ Geiger, ext. 144
Lexis/Nexis contract	Heather Payne, ext. 113
Lexis/Nexis access	Alicia Malone, ext. 139

M

Mail distribution	Wanda Brown, ext. 121
Meeting Space	Lori Hoover, ext. 110
Membership dues	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
Meter readings (copiers)	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^

N

New hire orientation	Amy Williams, ext. 148
Notary renewals	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^

O

Office move (organization/prep)	Heather Payne, ext. 113
Office equipment (purchase)	Heather Payne, ext. 113
Office expense allowance	Janice Johnson, ext. 115

P

Payments (status)	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
Payroll	Janice Johnson, ext. 115
Performance evaluations	Amy Williams, ext. 148
Petty cash questions	Janice Johnson, ext. 115
Petty cash vouchers	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
Policy development/interpretation	Amy Williams, ext. 148
Postage by phone	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
Property management issues	Rebecca Norris, ext. 134
Price quotes	Heather Payne, ext. 113
Publications	Heather Payne, ext. 113
Public Defender office phone list	Diane Pearson, ext. 125
Purchase orders	Heather Payne, ext. 113
Purchasing questions	Heather Payne, ext. 113

R

Receiving reports	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^
Recertification application (admin)	Alicia Malone, ext. 139
Recertification compliance	Joe Sadighian, ext. 136
Records management	Ed Ernouf, ext. 120
Release requests	Heather Payne, ext. 113
Risk management issues	Rebecca Norris, ext. 134

S

Standards of Practice questions	Joe Sadighian, ext. 136
Standards of Practice complaints	Joe Sadighian, ext. 136
State car mileage	Diane Pearson, ext. 125
Supply requisitions	Heather Payne, ext. 113
Surplus property	Heather Payne, ext. 113

T

Telephone/voicemail systems	IT Help Desk, ext. 135
Telephone/VM system (purchase)	Heather Payne, ext. 113
Training series (development)	Vacant, ext. 137
Travel questions	Lena Francisco, ext. 112
Travel vouchers	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^

U

UPS	Diane Pearson, ext. 125
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V

Vendor contact (all)	Heather Payne, ext. 113
Vendor contract/price quotes	Heather Payne, ext. 113
VITA bill discrepancies	Cathy Jones, ext. 117, Cathy Wilson, ext. 123^

W

Website updates	Alicia Malone, ext. 139
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